



CITY JUDGE

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional judicial duties in interpreting and applying the local, state, and federal laws.

Supervision Received and Exercised:

Receives general direction from the Presiding City Judge or from other supervisory or management staff.

Provides direction to Courtroom staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Preside over a variety of hearings including criminal misdemeanor and traffic arraignments, juvenile alcohol, driving and curfew arraignments, criminal jury and non-jury trials, orders of protection hearings and harassment injunctions and pre-trial conferences.
- Review requests for continuances; grant or deny requests.
- Conduct interviews for orders of protection and harassment injunction and preparation of appropriate orders; serve orders to persons held in custody.
- Review search warrants; sign or reject warrants; confirm warrant recalls.
- Review and sign complaints, summons, subpoenas, arrest warrants and adult diversion forms.
- Review financial disclosure statements.
- Review and sign seized property releases.

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- Correspond with non-local defendants for dispositions of cases by mail when appropriate.
- Act as unofficial ombudsman for public questions regarding drivers' license reinstatement, vehicle registration, removal of convictions and referral to appropriate agencies.
- Perform legal research.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience as an attorney including responsibilities for preparing and presenting trial cases.

Training:

A Juris Doctorate from an accredited law school.

Licenses/Certifications:

Member of the State Bar of Arizona in good standing for a minimum of five years.

This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 0520

Salary Range: 54

Compensation Plan: P40 / Regular

FLSA: Exempt